



949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Development Review Specialist

Department/Division:	Growth Management/Building and Development	
Salary:	\$15.3471/hr - \$23.0207/hr	Range: 20
Position Status:	Full-Time/Classified	
FLSA Status:	Non-Exempt	
Closing Date:	January 24, 2017	
Job #:	1-2017-019	

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Performs professional planning work of average difficulty, in developing plans and programs for the utilization of land and physical facilities of the County. Reviews development plans for conformance zoning and subdivision ordinances.

Essential Job Functions:

- Researches, prepares and presents cases for the County Development Review Committee, Extraterritorial Zoning Commission, Extraterritorial Zoning Authority and the Board of County Commissioners; counsels interested persons or organizations on development requirements, projections, plans and zoning ordinances as well as specific project proposals; reviews and processes subdivision plat applications.
- Coordinates and consults with architects, developers, property owners, County and City departments and business and utility companies; composes letters and notices to notify appropriate persons of filings and approvals; performs research necessary to obtain data for plotting surveys, existing or new subdivisions on County base maps; performs drafting related to new, revised or updated maps and plans; prepares special graphics on request; aids parties in completing application for zoning changes or variances.
- Researches prior approvals, deeds, plats, and zoning for applicants and staff; researches and prepares administrative site plan approval cases for approval; participates in revisions of zoning ordinances and other City codes; conducts title searches; reviews building permit applications for compliance; processes and reviews special permit applications.
- Makes presentations to civic and governmental groups; responds to complaints from the public; prepares reports and recommendations on plats and site plan applications, zoning and rezoning requests and annexation proposals; coordinates and consults with architects, engineers, planning consultants, developers, property owners, County and City departments and companies concerning comments on subdivision and development standards; reviews pending cases with land use staff and attorney; conducts site visits of client property to ensure compliance; attends staff, legal and review meetings; and prepares agendas and public and legal notices for committee meetings. (Any one position may not perform all duties listed nor is this inclusive of all duties performed).

Knowledge / Skills :

- Some knowledge of County codes and ordinances; of principles and practices of the County planning process; of pertinent research methods; of the principles and practices of civil or architectural engineering.
- Some knowledge of County codes and ordinances; of principles and practices of the County planning process; of pertinent research methods; of the principles and practices of civil or architectural engineering.
- Ability to conduct planning studies; to conduct research; to prepare clear, comprehensive and concise reports; to effectively interpret verbal and written planning requirements and objectives to interested persons; to establish and maintain effective working relationships with other department staff, governmental and private agencies and the public; to utilize drafting instruments, CADD, and personal computers; to read blue lines; and to organize work and effectively manage time.

Minimum Qualifications

- Associate's degree in Rural or Urban Land Use, Planning, Geography, Architecture or related field or any equivalent combination of training and experience totaling two (2) years.

Working Conditions:

Work is performed in an office setting and outdoors in varied weather conditions. Work schedule shall include shift, evening, weekend and holiday hours. Travel may be required. Manual and finger dexterity required. May be subject to exposure to CRT's and VDT's

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.**